



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Supervising Chemist

Final File Date: June 17, 2013

Bulletin Release Date: MAY 15, 2013

DEPARTMENTAL OPEN EXAMINATION

TG15 -8070 3H137



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.		
WHO SHOULD APPLY	Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination which is competitive.		
HOW TO APPLY	<p>Applications (STD. 678) and Supplemental Applications (see Examination Information, page two) must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 a.m. to 5:00 p.m.). Standard State Applications (STD. 678) can be found at: http://jobs.ca.gov/pdf/std678.pdf. Submit hard copy applications to:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Mailing Address: California Department of Public Health Selection & Certification Unit MS 1700-1702 P.O. Box 997378 Sacramento, CA 95899-7378</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p>File in Person Address: California Department of Public Health Selection & Certification Unit 1501 Capitol Avenue, Suite 71.1501 Sacramento, CA 95814 Telephone: (916) 319-9759</p> </td> </tr> </table> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.</i></p>	<p>Mailing Address: California Department of Public Health Selection & Certification Unit MS 1700-1702 P.O. Box 997378 Sacramento, CA 95899-7378</p>	<p>File in Person Address: California Department of Public Health Selection & Certification Unit 1501 Capitol Avenue, Suite 71.1501 Sacramento, CA 95814 Telephone: (916) 319-9759</p>
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FINAL FILING DATE	Applications (Form STD. 678) and responses to the supplemental items must be submitted by June 17, 2013 , the final filing date. Applications and/or supplemental responses postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.		
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.		
SALARY RANGE(S)	\$4997 – 6145 per month.		
EMPLOYEE BENEFITS	<p>In addition to the listed salary above, the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> Health, Dental, and Vision Cash Benefit Programs Disability Insurance Work, Home, and Family Beneficiary and Survivor Benefits Awards Retirement and Separation Benefits Flexible Schedules Public Transit Reimbursement (limits apply) <p>A complete list of all benefits may be viewed at http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx</p>		
POSITION DESCRIPTION	Under general direction, incumbents plan, organize, supervise, and direct the work of a small to medium group of professional chemists and technical staff in a laboratory or program unit. Incumbents research, evaluate, and implement new analytical methods and procedures, oversee and perform complex chemical and physical analyses, and prepare related reports; ensure quality assurance and laboratory safety; select and train staff; evaluate and make recommendations on staff performance; oversee the purchase laboratory supplies; prepare equipment specifications; assist in budget preparation; prepare or make recommendations on operational plans; and perform other		

	<p>related work.</p> <p>Positions exist with the California Department of Public Health in Contra Costa county and Los Angeles county.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by June 17, 2013, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected. A copy of your official degree and transcripts may assist in the evaluation of your qualifications as it relates to meeting the education requirements for this examination.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I Experience: Two years of experience in the California state service performing duties comparable to those of a Chemist, Range C.</p> <p>Or II Experience: Five years of increasingly responsible professional experience as a chemist in laboratory analysis, research, management, planning, regulation, or investigation, including responsibility for the development or implementation of analytical methods using complex instrumentation or research projects; or for the direction of the work of a chemical or analytical laboratory staff. (Two years of this experience must be at a level of responsibility equivalent to that of a Chemist, Range C, in the California state service. Possession of a Master's Degree in chemistry, biochemistry, toxicology, or a closely related scientific discipline from a recognized institution may be substituted for one year of the required general experience; possession of a Doctorate in the above-named disciplines from a recognized institution may be substituted for two years of the general experience.)</p>
GENERAL QUALIFICATIONS	<p>In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Supplemental Application that is weighted 100%. Applicants are required to respond to seven supplemental items, which you will find via a link on the third page of this bulletin. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Supervising Chemist level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be give to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
EXAMINATION SCOPE	<p>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Fundamentals of organic, inorganic, analytical and physical chemistry and biochemistry. 2. Principles, procedures, instruments, and equipment used in quantitative and qualitative analyses. 3. Quality control and assurance. 4. Toxic and physical effects of compounds and substances. 5. Applicable laws, rules, or regulations. 6. Statistics, report writing, and research methods and procedures.

7. Personal computer and related office and instrument software.
8. Characteristics, properties, and uses of a wide variety of agricultural, industrial, and consumer chemicals and products.
9. Hazardous materials.
10. Most complex instrument methodology and analyses.
11. Research, development, and alternate test methods.
12. Principles and practices of effective supervision.
13. Budgeting process and techniques.
14. Operational planning.
15. Supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Communicate effectively.
2. Perform accurate chemical analyses following standard to complex methods.
3. Set up, adjust, calibrate, trouble-shoot, and maintain instruments.
4. Analyze and interpret test information and take effective action.
5. Use, modify, or develop analytical procedures for specific needs.
6. Prepare and present evidence in court.
7. Participate in research studies.
8. Prepare reports and papers for presentation or publication.
9. Maintain accurate records.
10. Inspect laboratories on site and make recommendations.
11. Use a personal computer and related office and instrument software.
12. Learn, interpret, and apply applicable laws, rules, and regulations.
13. Select and modify the most complex instruments and other equipment.
14. Develop new and modify existing analytical methods and procedures.
15. Coordinate quality control and assurance programs.
16. Plan, conduct, and direct research studies.
17. Perform difficult and complex chemical and related physical analyses.
18. Prepare reports and papers for internal distribution and official publication.
19. Provide information to assist with investigations and prosecutions of violations of State and Federal laws and regulations.
20. Act as an expert witness.
21. Act as a lead chemist.
22. Plan, organize, supervise, and direct the work of a staff of professional chemists and technical assistants.
23. Select and train staff.
24. Analyze complex situations accurately and adopt effective courses of action.
25. Ensure quality assurance and laboratory safety.
26. Establish and maintain cooperative relationships with departmental representative and other agency representatives.
27. Oversee the purchase of laboratory supplies.
28. Prepare equipment specifications.
29. Assist in budget preparation.
30. Prepare or make recommendations on operational plans.
31. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**SUPPLEMENTAL
APPLICATION
INSTRUCTIONS**

Each applicant for this examination **must** complete and submit his/her responses to all **seven** supplemental items. Supplemental responses and your application **must** be postmarked or personally delivered by **June 17, 2013**, the final filing date. Applications received without responses to the supplemental items will be rejected.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

-  Your responses must be typewritten or generated by word processing on 8½" X 11" paper.

	<ul style="list-style-type: none"> ● Responses must be typed in 12 pt., Arial font. ● Your responses must be limited to two pages per item. ● Identify each page with your full name. ● Make sure your responses are complete, specific, clear, and concise. ● Answer each numbered item separately indicating the corresponding item number for each response. (You may include multiple responses on a single page.) ● Include place of employment, pertinent dates, duties performed, etc., when responding to items. ● In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely. <p>NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.</p>
SUPPLEMENTAL ITEMS	Click here for the Supplemental Application
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the California Department of Public Health. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>